Electrical Inspection Test of Flood/Storm Affected Installations

Supply Authority:_____

Site Address: _____

Customer Details:

Name: _____ Contact: _____

Premises: ☐ Owned ☐ Tenanted ☐ Vacant

Electrical Inspection Details

Electrical Contractor _____ Cont Lic _____

Electrical Workers performing test: 1) _____ Elect Lic _____

2) _____ Elect Lic _____

Completion Date: _ _ / _ _ / _ _ _ _ Start_____ End_____ Duration (Hrs) _____

STEP 1: Preparation/Assessment. **Preferably before site visit if possible**	To alert of any electrical problems that may have arisen following the water damage	
Consult the person in charge: • **Inform the owner to report any fallen "power lines" on the property immediately to Ergon Energy.** • **Inform the owner not to touch or try and tidy any electrical wiring which is exposed.** • They have Insurance to cover an electrical inspection and possible rectification costs. • They will accept your invoice and provide payment upon completion.	Comments/Concerns: In most cases, the grid supply will have been disconnected, but this cannot be assumed. Customers may have the perception that this work is free of charge, or paid for by the Government Refer to the script advice above in Option 1 or 2	Check when complete ☐ ☐ ☐
STEP 2: Risk Management	To ensure that hazards specific to the installation are controlled	
RISK ASSESSMENT factors: • Electric shock hazard from alternative sources. • Surface Water in and around testing areas. • Non electrical persons/pets occupying the installation. Warning: Due to the continuing damp conditions, it is imperative that all testing equipment is kept dry to avoid any possibility of electric shock to the user and damage to metering	Comments/Concerns Be aware of the danger of alternative voltages being present. Although a P.V. system may be disconnected from the mains, there may be the possibility of L.V. D.C. present in the roof space and inverter electronics. Depending on the installation, it may be prudent to lock out the D.C isolator at the inverter.	Check when complete ☐
Prepare and use Personal Protective Equipment (PPE) that would assist in avoiding slips and falls: • Waterproof / water resistant footwear. • Stable ground around the work area. • Insect Bites (Mosquitoes).	*Be aware of the possibility of contaminated ground. Cleaning of footwear and clothing should be done with care to avoid bacterial infection. Insect repellent should also be used to minimise the risk of disease.*	☐

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NOTE:
Please be aware during the testing of flood affected installations, although there will be a sense of urgency, a correct and timely test will ensure the safety of yourself and others.
DO NOT TAKE ANY SHORT CUTS

STEP 3: Site Entry - Visual		
Prior to Entry on Site **Perform Look up / Look Down / Look around procedure to ensure no Supply Authority Supply cables or consumers mains are detached and in a position of danger.**	*Extreme care should be taken when driving to site, taking account of the general area supply reticulation.* *This will assist Ergon Energy to identify supply issues and allow a better estimate on when electricity supply will be available to the consumer.*	
Conduct a risk assessment and adhere to all control measures before testing		
STEP 4: Test Procedure	**NO Supply Voltage Available**	
Before entering the property check the installation for Residents and Pets: **Ensure no earthed metal is energised** using a proximity tester – test switchboard surround and any metallic water pipes (if available). If there is an indication keep all persons clear and conduct further confirmation tests using a volt meter and independent earth. Contact Ergon Energy 13 22 96 immediately	Comments/Concerns	Check when complete
Reference to AS/NZS 3017 should be used when testing the installation REFER to AS/NZS 3000:2018 clause 8.3.6.3. Notes 1-4 Insulation resistance should be greater than 1 M Ohm for final sub circuits. Further investigation of cable condition and installation methods may need to be done before energisation.		
Conduct INSULATION RESISTANCE TESTS: **All Sub Circuits** • Ensure all appliances or permanently connect loads are disconnected. • Ensure all lamps are removed from light fittings & light switches are on. • Light Dimmers may prove problematic. LED non replaceable lamps my require disconnection.	*All < 1.0 M ohm circuits should be disconnected and safely terminated.* *Be aware that outdoor lights, S.S.O.& hard wired equipment may contain moisture.* *Disconnection may be the best outcome to provide a cost effective safe installation.* *Check correct neutrals are located when R.C.D. are installed.*	☐ ☐
Main Earth Continuity and Resistance • Disconnect the main earth conductor from the MEN point or Earth bar, using a calibrated meter and trailing lead, ensure the resistance is less than 0.5 ohm.	*To ensure the main earthing circuit is intact and functioning.*	☐

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RE-INSTALL MEN LINK / Reconnect Main Earth		☐
Completion of Test • All non-compliant circuits should be terminated and enclosed (AS/NZS 3000:2018 Clause 1.5.11.4) • All non-compliant circuits shall be labelled and if necessary tagged or locked out.	***IMPORTANT*** *Document any circuit disconnection on the test sheet*	☐ ☐

STEP 5: Completion of Documentation	Record results of inspection/test and observations	
	Comments/Concerns	Check when complete
Document all tests: • Document all circuit readings on the Electrical Test Record and leave with the Form 3 in the meter enclosure • **Ensure all non-compliant** sub-circuits are documented • Complete the "Certificate of Test" Form and leave in the meter enclosure	*This information is critical to monitor the condition of non-compliant sub circuits over time.* ***IMPORTANT*** *Crucial wording on the Certificate of Test clearly identifies that you are performing safety testing only for reconnection after flooding*	☐
Observations on electrical installation • General condition. _____ _____ _____ _ • Any immediately dangerous aspects encountered that should require the installation to be disconnected/rectified. _____ _____ _____ _____ • **On completion, if power is available return the main switch to the "ON" position and confirm earthed meter enclosure/earthed metal work is free of voltage and equipment operating**	*If installation appears dangerous to use rectify, disconnect or otherwise make safe.* *Refer to the requirement to report a Dangerous Electrical Event to the ESO if you are unable to make an installation comply due to restrictions placed on you by the owner.* *Confirm electricity meter is operating*	☐ ☐ ☐

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(Complete the results using full numerical figures no symbols)

Circuit No. or Equipment	Visual Inspection Complete	Protection Device Size and Type	Continuity Test-OHMS	Polarity Test Equipment or Circuit	Fault Loop Impedance Test-OHMS	Insulation Resistance MEGOHM	Circuit Connected		Test Date
							Yes	No	
Main Earth									
MEN Link Re-Installed									

Comments:

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Version 3

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CERTIFICATE OF TEST

Date: ____/_____/_____

Customers Details: _____

Customers Address: _____

_____

Supply Authority: _____ Forms Completed: _____

Details of work:_____

_____

Details of further works required: _____

_____

_____

Date of test ____/_____/____ Electrical contractor licence number _____

Name on contractor licence _____

(s227) For **electrical installations**, this certifies that the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure that it is electrically safe and is in accordance with the requirements of the wiring rules and any other standard applying under the *Electrical Safety Regulation 2013* to the electrical installation.

(s26) For **electrical equipment**, this certifies that the electrical equipment, to the extent it is affected by the electrical work, is electrically safe.

Electrical Contractor: _____ Contractor Licence #:_____

Signed: _____ Date: _____/_____/_____